



EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503

OFFICE OF FEDERAL
PROCUREMENT POLICY

June 5, 1997

MEMORANDUM FOR AGENCY SENIOR PROCUREMENT EXECUTIVES
AND THE ACTING DEPUTY UNDER SECRETARY OF
DEFENSE (ACQUISITION REFORM)

FROM:

Steven Kelman
Administrator

SK

SUBJECT:

Amendment Two to FPDS Reporting Manual (October 5, 1995)
- Data Collection for Commercial Items Acquisition Test
Program

Attached, please find a copy of Amendment Two to the October 5, 1995 Federal Procurement Data System (FPDS) Reporting Manual. The Amendment includes the necessary changes to implement the data collection requirements of Section 4202 of the Clinger-Cohen Act (Public Law 104-106). Section 4202 authorizes special simplified procedures for acquisitions of commercial items at amounts greater than the simplified acquisition threshold, but not exceeding \$5 million, under a three-year test program from January 1, 1997, through January 1, 2000. As you know, these procedures are available when the contracting officer reasonably expects, based on the nature of the commercial items sought and market research, that offers will include only commercial items. The FAR guidance is set forth in FAR Subpart 13.6.

The proposed changes were provided to you in a March 21, 1997 OFPP Memorandum for review and comment. These final changes, which incorporate agency comments as appropriate, become effective at the beginning of FY 1998 (October 1, 1997) with your agency's first quarter submissions to the Federal Procurement Data Center (FPDC). The Amendment also includes the revised SF 279 form and edit specifications.

The FPDC plans to publish the FPDS Reporting Manual in its entirety later this year. Should you have questions, please contact Linda Williams of my staff at 202-395-3302.

Attachment

cc: FPDS Policy Advisory Board Members
FPDS Agency Contacts

AMENDMENT 2 TO THE
FEDERAL PROCUREMENT DATA SYSTEM
REPORTING MANUAL

ISSUED OCTOBER 1995

June 1997

Item 7. TYPE OF DATA ENTRY

Report the appropriate code to indicate that the report is an original, deleting, or correcting entry, as follows:

- 0 Code A - Original - Use this code to report an action which has not been previously reported to the FPDS.
- 0 Code B - Deleting - Use this code to delete a matching action (one which is identical in fields 1,2,3,4,5, and 6) which has been previously reported to the FPDS.
- 0 Code C - Correcting - Use this code to correct an action previously reported to the FPDS.

NOTE: If key fields 1,2,3,4,5, or 6 are to be changed, a correcting entry cannot be processed. Instead, the original entry must be deleted and a new original must be submitted.

Item 8. REPORT PERIOD

Report the two (2) digits of the fiscal year and the single digit for the fiscal quarter (1,2,3,or 4) for which data were reported by the agency data collection point.

Item 9. KIND OF CONTRACT ACTION

Report one of the codes below for each action reported:

- 0 Code A - Initial Letter Contract. Report this code when an initial letter contract is executed. For a letter contract which is designated as a modification of an existing contract, report code H. Use code B to report the definitization of a letter contract.
- 0 Code B - Definitive Contract Superseding Letter Contract. Report this code when applicable.
- 0 Code C - New Definitive Contract. Report this code when the first binding document is the instrument containing all the terms and conditions of the contract. Use code C to report an indefinite delivery contract where funds are obligated on the contract, and not on the individual orders.
- 0 Code D - Purchase Orders/BPA Calls Using Simplified Acquisition Procedures. Report this code when the contract action is over \$25,000 and awarded as a purchase order or call under a Blanket Purchase Agreement (BPA) using the simplified acquisition procedures in FAR Part 13. Code D may also be

used to report acquisitions under the commercial items test program in FAR Subpart 13.6 that are above \$100,000 and awarded as purchase orders or BPA calls. Agencies may report contract actions over \$25,000 but less than or equal to \$200,000 in support of a contingency operation (see FAR 13.101) in Code D or on the SF 281, if detailed information is not available. [Only the Secretary of Defense can declare a contingency operation (10 U.S.C. 101(a) (13)).] Modifications to simplified acquisitions shall be reported as code H. Any agency that chooses to report on the SF 279 contract actions of \$25,000 or less made pursuant to simplified acquisition procedures (including Micro-purchases awarded using procedures other than government purchase cards) should use code D.

- 0 Code E - Order Under Single Award Indefinite Delivery Contract (IDC). Report this code when the action is an order under a single award indefinite delivery contract awarded by any agency. Orders under federal schedule contracts shall be reported as code G rather than code E. Orders under multiple award task order or delivery order, indefinite delivery indefinite quantity (IDIQ) contracts shall be reported as code L. See Appendix B for definition of indefinite delivery contracts.

Item 25. CICA APPLICABILITY

Leave blank if Item 16 is coded UNICOR (DUNS=626627459).

Report the appropriate code below:

- 0 Code A - CICA Applicable. Report this code if the action resulted from a solicitation issued on or after April 11, 1985, and code B or code C does not apply.
- 0 Code B - Purchase Orders/BPA Calls Using Simplified Acquisition Procedures. Report this code if the contract action is over \$25,000 and awarded as a purchase order or call against a Blanket Purchase Agreement (BPA) using the simplified acquisition procedures in FAR Part 13. Do not report in Code B commercial item purchases under the commercial item test program in FAR Subpart 13.6. Report those commercial item purchases using Code E.
- 0 Code C - Subject to Statute Other Than CICA. Report this code if specific legislation authorizes the agency to use procurement procedures not covered by the CICA statute. This code may be reported only if the agency authorizes the use of the code and notifies FPDC in advance that the code is authorized.
- 0 Code D - Pre-CICA. Report this code if the action resulted from a solicitation issued before April 1, 1985, irrespective of the award date. Modifications within the original scope of work of such awards and orders under Pre-CICA indefinite delivery type contracts are reported as Pre-CICA.
- 0 Code E - Commercial Items Acquisition Under Test Program. Report Code E for an acquisition of commercial items exceeding the simplified acquisition threshold of \$100,000 but not over \$5 million when the simplified acquisition procedures in FAR Subpart 13.6 are used and Clause 52.212 is included in the contract.

NOTE: In the case of a modification after April 1, 1985, for work outside the original scope of a Pre-CICA contract, CICA is applicable to the modification. These modifications shall be reported as code A.

Item 26. SOLICITATION PROCEDURES

Leave blank if Item 16 is coded UNICCR (OUNS=626627459).

Report when Item 25 is coded A, otherwise leave blank. Codes A through K designate the solicitation procedures available to provide for full and open competition as set forth in FAR Subparts 6.1 and 6.2. Code L designates the solicitation procedure for contracting without providing for full and open competition. Modifications within the scope of a

contract and orders under requirements or definite quantity contracts shall be reported the same as the initial contract. Modifications outside the scope of the original contract shall be reported pursuant to the conditions applicable to that specific action. Orders under indefinite quantity contracts shall be reported the same as the initial contract when the conditions in FAR Subpart 6.001(e) are met. If these conditions are not met, the order shall be reported pursuant to the conditions applicable to that specific order. Orders under delivery order and task order IDIQ contracts awarded pursuant to FAR Subpart 16.5 shall be reported the same as the initial contract (FAR Subpart 6.001 (f)). For orders under a basic ordering agreement and modifications thereto, report the solicitation procedure for the individual order and not the basic ordering agreement.

Report one of the following codes:

- 0 Code A - Full and Open Competition - sealed bid. Report this code if the action resulted from an award pursuant to FAR 6.102(a).
- 0 Code B - Full and Open Competition - competitive proposal. Report this code if the action resulted from an award pursuant to FAR 6.102(b).

ITEM #	DATA ELEMENTS	RECORD POSITIONS	EDIT SPECIFICATIONS
24.	Type of Contract	127	<p>Must have valid code or must be blank if Item 18 equals Y.</p> <p>May be blank if Item 9 equals G.</p> <p>Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.</p>
25.	CICA Applicability	128	<p>Must have valid code or must be blank if Item 18 equals Y.</p> <p>If equal A, then Item 6 must be greater than March 1985.</p> <p>If equal B, then Item 9 must be D, H, J, or K.</p> <p>If equal B, C, or D, then Items 26, 27, and 28 must be blank.</p> <p>If equal B, then Item 33 must be B and Item 4 must be blank.</p> <p>If equal E, then Items 26 and 27 must be blank.</p> <p>If equal E, then Item 28 must have a valid entry.</p> <p>If equal E, then Item 33 must be A or B.</p> <p>May be blank if Item 9 equals G.</p> <p>Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.</p>
26.	Solicitation Procedures	129	<p>Must have valid code if Item 25 equals A or must be blank if Item 25 is coded 8, C, or D.</p> <p>Must be blank if Item 18 equals Y.</p> <p>If equal A-K, then Item 27 must be blank and Item 29 must be A.</p> <p>If equal E, then Item 12 must be A.</p> <p>If equal D, then Item 12 must be a valid service code.</p> <p>If equal L, then Item 27 must have valid entry and not be blank.</p> <p>May be blank if Item 9 equals G.</p> <p>Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.</p>

ITEM #	DATA ELEMENTS	RECORD POSITIONS	EDIT SPECIFICATIONS
27.	Authority for Other Than Full and Open Competition	130	<p>Must be blank unless Item 26 equals L, then must have valid code from table.</p> <p>If equal N, then Item 29 must equal B.</p> <p>If equal C, PSC must begin with "A".</p> <p>Must be blank if Item 25 is coded B, C, or D. Must be blank if Item 18 equals Y.</p> <p>May be blank if Item 9 equals G.</p> <p>Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.</p>
28.	Number of Offers Received	131	<p>Must be a valid code or blank.</p> <p>Must be blank if Item 25 is coded B, C, or D.</p> <p>Must have a valid entry if Item 25 equals E.</p> <p>Must be blank if Item 18 equals Y.</p> <p>May be blank if Item 9 equals G.</p> <p>Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.</p>
29.	Extent Competed	132	<p>Must have valid code or must be blank if Item 18 equals Y.</p> <p>May be blank if Item 9 equals G.</p> <p>Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.</p>
30.	Type of Contractor	133	<p>Must have valid code or must be blank if Item 18 equals Y.</p> <p>If equal to M, then Item 17 must be foreign except when Item 9 equals G.</p> <p>If equal U, then Item 16 must be a valid code from the HBCU/MI table.</p> <p>May be blank if Item 9 equals G.</p> <p>Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.</p>